



Policy provides no requirements for how to assign investigations. Practice for assignment differs from county to county (large counties may specialize or use geographic distribution, some use weighted case selection, also rely on supervisor discretion for assignment).

Preparation of FCM to conduct investigation is not detailed in policy, but practice includes review of 310 (screen prints from ICWIS), ICES review, and file history review. Delivered to FCM in physical form, sometimes with consultation by supervisor during information transfer. Also assigned electronically through ICWIS, with automatic alert to new assignment, however the worker can delete the alert.

Review Form 310, hard copy and ICWIS log notes, historical information

Policy states should involve Law Enforcement Agency (LEA) if there is reason to believe that a crime has been committed and include LEA in the Investigation Planning process.

By policy, must have face-to-face contact with every child in the household. Consent to interview child who is the subject of report can be verbal, and must be followed up with written form. **Check administrative letter for timelines for subsequent contacts (30 days from first contact of investigation) with child.**

Notify law enforcement to join shared assessment if criminal activities are alleged, to intervene if child is at imminent risk, or to ensure worker safety for initial visit.

If case is ongoing, some counties will assign the investigation to the current FCM ongoing worker.

Specific circumstances not defined in policy, so definitions are determined on county level. (Interpretation of 1194 statute and training). State standard consent form exists, but no requirement that counties use it.













